



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	MANAGEMENT ANALYST IV
3	Posting Number	PN# 103295
4	Department	Health & Human Services Department
5	Division	Office of Surveillance & Public Health Preparedness
6	Section	Epidemiology
7	Reporting Location	8000 North Stadium Drive
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Supervises, coordinates and reviews departmental operations and procedures. Develops various management reports for implementing revised management procedures and policies. Serves as the primary liaison to effectively manage financial policies, procedures and systems.

CORE FUNCTIONS

- Directs the overall operation of the project: responsible for overseeing the implementation of project activities.
- Coordinates with other agencies, develop materials, conduct meetings; design and direct the gathering, tabulation and interpretation of required data.
- Responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are submitted to CDC.
- Works to establish agreements and contracts required for success of the project and manages relationships.
- Conducts special studies and other projects as assigned.

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Public Administration, Finance or a field closely related to the job.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six years of professional experience in accounting, budget analysis, finance, public administration or a field closely related to the job are required.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**
➤ Experience in grant writing data management and analysis.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GRANT FUNDED POSITION**
This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 25
\$1501 - \$2,080 Biweekly \$39,026 - \$54,080 Annually

18 **OPENING DATE** March 2, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9496.

An equal opportunity employer